1. NAME (LAS	ST, FIRST, MIDDL	E INITIAI	L)					2. SO	CIAL SECURIT	Y NO.	
3. POSITION TITLE/SERIES/GRADE			4. ORG CODE (DEPT.,DIV.,BRCH) 5. 1				5. P.J	P.D. NUMBER			
6. RATING PE	RIOD: FROM	TO			DU	ΓΥ STATION:					
		7. RJ	ECORE	OF REVIEV	VS AND F	INAL APPRA	ISAL				
li .	CE PLAN ESTABL					T					
(WITHIN 30 DAYS AFTER START OF RATING PERIOD)			PROGRESS			SPECIAL			FINAL		
KATING PEKI	SIGNATURE DATE		SIGN	REVIEW ATURE	DATE	REVIEW SIGNATURE DATE		APPRAISAL SIGNATURE DATE			
RATER		2		TOTAL	101112	5101411010		71112	BIGITATORE	DITT	
EMPLOYEE											
REVIEWER REQD FOR											
"U" ONLY											
8. RATING OF	RECORD: \(\sum \) A(CCEPTABI	LE [] UNACCEP	TABLE						
	ANCE PLAN ATTA	CHMENT	~	YES NO		DEMENIEDIC	TAUTTI A	T C /"[]"	OM V).		
9. PERIORIVE	INCE FLAN ATTA	CHIMITAL	<u>» П</u>	YES INC	,	REVIEWER'S	INITIA	LS ("U"	ONLY):		
10. EMPLOYE	EE'S POSITION DE	SCRIPTIO	N IS C	URRENT AN	ID ACCUF		JPERVI	SOR'S S	SIGNATURE		
COLUMN A	COLUM	NB			CO	LUMN C	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			COLUMN D	
OTTEON IE	PERFORM	43700	\top	DEI	<u>.</u>				ANNUAL A	PPRAISAL	
CHECK IF APPLICABLE	PERFORM ELEMEN					NCE STANDA CEPTABLE L				TING ONE BOX	
	CRITICAL/ADI		.	A1 14-4	CAIL	CEI INDEL -	.Ev⊥		"A"	U"	
	CUSTOMER FO	CUS (C)	1.			ITMENT TO ENS	URE CUS	TOMER			
		į		SATISFACTIO ASSUMES RE							
					PROBLEMS AND COMPLAINTS						
				SETS REALISTIC CUSTOMER EXPECTATIONS FOLLOWS THROUGH TO ENSURE COMMITMENTS TO							
				CUSTOMERS ARE MET							
			•	SOLICITS INPUT AND IS OPEN TO IDEAS FROM CUSTOMERS							
			•	DEVELOPS C	USTOMER C						
	COMMUNICATION (C)		CLÉARLY COMMUNICATES IDEAS VERBALLY AND IN WRITING								
					RVISOR, CU	STOMERS, AND	CO-WOR	KERS			
				INFORMED							
			•	COMMUNICA		ANDID AND OPE	ĒΝ				
			•			D CONSISTENT					
			•	COMMUNICA		EFFICIENT CHA	ANNELS	OF			
	TECHNICAL	•	DEMONSTRATES AND UNDERSTANDS THE DUTIES AND								
	KNOWLEDGE (RESPONSIBILITIES OF THE JOB DEMONSTRATES THE KNOWLEDGES, SKILLS, AND									
				ABILITIES TO DO THE JOB							
			•	UNDERSTANI COMMAND	OS THE MIS	SION AND VALU	JES OF TI	HE			
			•	STAYS CURRI		XECUTES NEW		PMENTS,	,		
	1					OR REQUIREME		** 0			

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COLUMN A	COLUMN B	COLUMN C	COLUMN D	
CHECK IF PERFORMANCE APPLICABLE ELEMENTS CRITICAL/ADDITIONAL		PERFORMANCE STANDARDS INDICATE ACCEPTABLE LEVEL	ANNUAL APPRAISAL RATING CHECK ONE BOX "A" "U"	
	QUALITY (C)	COMPLETES WORK ASSIGNMENTS IN A TIMELY MANNER DEMONSTRATES ATTENTION TO DETAIL AND ACCURACY SHOWS A COMMITMENT TO QUALITY AND EXCELLENCE SEEKS AND MAKES CONTINUOUS IMPROVEMENT TAKES ACTION TO RESOLVE PROBLEMS WHEN QUALITY FALLS BELOW ACCEPTED LEVEL		
	TEAMWORK (A)	WORKS EFFECTIVELY IN GROUPS AND HELPS OTHERS TO GET THE JOB DONE PARTICIPATES IN RESOLVING TEAM CONFLICTS ESTABLISHES AND MAINTAINS COOPERATIVE WORKING RELATIONSHIPS REMAINS FLEXIBLE AND OPEN TO NEW OR DIFFERENT IDEAS FOCUSES ON TEAM EFFORTS ON MOST EFFECTIVE MISSION ORIENTED STRATEGIES		
	SAFETY (A)	KEEPS THE WORKPLACE SAFE, CLEAN, AND FREE OF CLUTTER AND HAZARDS ADHERES TO ORGANIZATION SAFETY PROGRAM INSTRUCTIONS		
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